

**SERIAL 04144 S COURT REPORTING & TRANSCRIPTION SERVICES  
(NIGP 96124 & 96172)**

**DATE OF LAST REVISION: August 15, 2005 CONTRACT END DATE: December 31, 2008**

**AMENDMENT #1 – (DTD 6/27/05) SEE CHANGES TO THE PRICING PAGE FOR LINE ITEM  
ADDITION AND PRICING. THESE CHANGES ARE IN BOLD.. THIS  
AMENDMENT IS EFFECTIVE RETRO-ACTIVELY TO DECEMBER 1,  
2004. THIS CHANGE APPLIES ONLY TO GRIFFIN & ASSOCIATES.**

**CONTRACT PERIOD THROUGH DECEMBER 31, 2008**

**TO: All Departments**  
**FROM: Department of Materials Management**  
**SUBJECT: Contract for COURT REPORTING & TRANSCRIPTION SERVICES  
(NIGP 96124 & 96172)**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by Maricopa County on **December 01, 2004.**

All purchases of products and/or services listed on the attached pages of this letter are to be obtained from the vendor holding the contract. Individuals are responsible to the vendor for purchases made outside of contracts. The contract period is indicated above.

---

Wes Baysinger, Director  
Materials Management

SF/mm  
Attach

Copy to: Clerk of the Board  
Janice Stratton, HR  
Sheri Zedek, OCC  
Ellen Hudak, Public Defender  
**Mirheta Muslic**, Materials Management

(Please remove Serial 99141-SC and 00020-SC from your contract notebooks)

SPECIFICATIONS ON INVITATION FOR BID FOR: **COURT REPORTING & TRANSCRIPTION SERVICES (NIGP 96124 & 96172)**

**1.0 INTENT:**

The intent of this solicitation is to identify qualified providers of court reporter services and transcription services, as defined in the technical specifications, to provide services to Maricopa County Courts and other Maricopa County departments on an as required basis. Maricopa County reserves the right to award this contract to multiple bidders and to add vendors to this contract in the future as deemed necessary to maintain an adequate pool of qualified court reporters and transcription service providers. No services shall be provided without a valid purchase order in place.

The scope of this solicitation and the resultant contract is as follows:

- a. To provide court reporters to record jury trials and special events as may be required.
- b. To provide court reporters to record other hearings and depositions for other County agencies as required.
- c. To provide transcription services for various other agencies throughout Maricopa County.

**2.0 TECHNICAL SPECIFICATIONS:**

**2.1 *COURT REPORTING***

Background: Several County agencies, offices, and departments are involved in administrative and/or legal proceedings which require the attendance by, and record keeping capabilities of, a Professional Court Reporter.

The Contractor shall provide qualified personnel and materials necessary to report, transcribe, and furnish completed documents related to depositions, hearings, and other proceedings, as follows:

- 2.1.1 The Contractor guarantees that all work shall be performed in a businesslike manner and according to the highest standards of the reporting profession. Failure to provide an accurate transcription, following accepted rules of spelling and punctuation, could result in a retyping of the transcript at no additional expense to the County.
- 2.1.2 The Contractor shall, at all times, promptly provide as many qualified court reporters and maintain such staff and equipment as may be necessary for the prompt furnishing of quality reporting services, including transcripts which shall conform to the format set forth herein.
- 2.1.3 The Contractor shall record and incorporate everything spoken during a session into the transcript unless otherwise directed. This shall include a record of appearances, together with such other matters as may be directed by the Presiding Officer, County Attorney, or Deputy County Attorney to be included. Nothing spoken at the proceedings shall be "off the record" unless so designated by the Presiding Officer, County Attorney, Deputy County Attorney or Defense Counsel. Should the reporter have any questions on the technical aspects of the hearing or fail to hear any part of the proceeding, he/she shall ask the Presiding Officer, County Attorney, or Deputy County Attorney to clarify the statement(s). This is not intended to give a reporter authority to interrupt the proceedings on a frequent basis.
- 2.1.4 The Contractor shall record proceedings by recognized stenographic or non-stenographic means in such a manner as to create a verbatim record of the proceedings. All personnel providing services under the provisions of this contract shall be in all cases an Arizona State Certified court reporter.

- 2.1.5 For trials, special sessions, hearings, and depositions which are sworn proceedings, the Contractor shall provide service for proceedings held between the hours of 8:00 a.m. through 5:00 p.m., Monday through Friday, except legal holidays, at the basic contract rates. Contractors are required to work overtime when requested to do so, in which case an overtime rate of 1-1/2 hours per each hour of overtime worked shall be allowed. Each individual agency shall be responsible for the professional conduct of a proceeding. Situations of undue hardship should be brought to the agency's attention by the reporter. Inordinate hardships should be brought to the Contract Officer's attention for investigation and/or resolution.

Travel time to and from the place of the hearing or deposition shall not be included in computing the per diem fee for providing court reporting services in the greater metropolitan area, i.e., Phoenix, Tempe, Mesa, Scottsdale, Peoria, Chandler, and Glendale. Mileage will be reimbursed for travel for services provided in areas not listed above, i.e., Gila Bend, Buckeye, and Wickenburg, at the mileage rate set by the Board of Supervisors in Maricopa County, to and from the court reporter's office address or home address, whichever is less, to the place of hearing or deposition.

It is understood that not all bidders are able to provide these services to all agencies in all geographic locations throughout Maricopa County.

- 2.1.6 Transcripts will be provided, using the format as described in 2.1.7, at a per page rate for the different types of copies as described in 2.1.8.

2.1.7 **FORMAT:**

The Contractor shall provide transcripts in the following format:

- 2.1.8 All transcripts shall be typed in black ink on 8-1/2" x 11" size paper. Numbers indicating each line of the transcription shall be printed at the left marginal line of the transcript.

- 2.1.9 The title page of the transcript shall set forth the name and docket number of the proceeding, the date and place of the proceeding, and the name of the witnesses, except in the case of a hearing, the name of the witnesses shall be listed in the index. The title page of the transcript shall be followed by a page or pages appropriately marked indicating the witnesses testifying, the exhibits discussed for depositions, and an index for each witness indicating the pages devoted to the witnesses' testimony and an index of exhibits including a brief description of the nature of the exhibit.

- 2.1.10 All pages of the transcript shall be numbered consecutively.

- 2.1.11 The transcript shall meet the following specifications:

2.1.11.1 Type size shall be pica, ten (10) characters per inch.

2.1.11.2 Single sided, double-spaced.

2.1.11.3 Not less than 25 lines on pages 8-1/2" x 11".

2.1.11.4 The left margin shall not exceed 1-3/4".

2.1.11.5 The right margin shall not exceed 3/8".

2.1.12 **COPY DEFINITIONS:**

- 2.1.12.1 Regular copy: Transcripts shall be delivered within twenty (20) calendar days after the conclusion of the proceedings. One calendar day shall be allowed for each consecutive day a proceeding extends beyond the initial day, up to a

maximum of ten (10) additional calendar days (i.e., thirty (30) calendar days after conclusion of proceeding).

2.1.12.2 Expedited copy: Transcripts shall be delivered within ten (10) calendar days after the conclusion of the proceedings.

2.1.12.3 Rush copy: Transcripts shall be delivered within one (1) calendar day after the conclusion of the proceedings.

2.1.12.4 Post Proceeding copy: If an agency orders a transcript, after the proceeding is completed, delivery shall be within twenty (20) calendar days after receipt of a written order.

2.1.12.5 Non-Agency copy: When a transcript is ordered by an entity, other than the ordering agency, the contractor shall receive agency permission if required. In addition, the non-agency entity shall receive a copy of the transcript. The original is to be retained by the contractor for possible future sale to the ordering agency.

2.1.13 When a transcript is designated "Regular", "Expedited", or "Rush", such a designation indicates that the County requires delivery of the transcript within the time prescribed in this agreement for the kind of delivery ordered. When transcripts are designated as "Regular", "Expedited", or "Emergency" but are not delivered in accordance with the period of time prescribed in this agreement for the kind of delivery ordered, payment to the Contractor shall be made at the rates applicable to the time of delivery actually achieved; except that if the contractor, regardless of the type of delivery ordered, fails to deliver the transcript to the County within the applicable period prescribed for "Regular" transcript, a further reduction in price will be made as follows in computation of the injury caused the County for the contractors delayed delivery: The amount to be paid for the transcript will be reduced by 2% of the awarded price for the transcript, computed at the "Regular" rate, for each business day or fraction thereof that delivery is deferred beyond the time limit applicable to delivery of "Regular" transcript, up to the total of 50% of the "Regular" transcript price. NOTHING IN THIS PARAGRAPH SHALL BE CONSTRUED TO ABROGATE THE PERFORMANCE REQUIREMENT OF THIS AGREEMENT OR TO PERMIT THE CONTRACTOR TO FAIL TO PERFORM OR TO DELAY IN PERFORMING ANY DUTIES OR RESPONSIBILITIES UNDER THE CONTRACT.

2.1.14 Data Diskettes (3-1/2") shall be made available to the County for purchase, as requested/applicable, formatted to the County's specifications.

#### 2.1.15 EXPERIENCE AND REFERENCES

2.1.15.1 Information specifically related to the Contractor's related experience in the field of Professional Court Reporting shall be included with the bid.

2.1.15.2 Listing of References: References offered shall be verifiable and must be able to comment on the Contractor's related experience.

2.1.15.3 The vendor's response shall include any additional information that reflects on the Contractor's ability to perform the required services. At a minimum, the number of years in business and other current contractual commitments should be cited.

#### 2.1.16 EXPERTISE AND RELIABILITY OF CONTRACTOR'S KEY PERSONNEL:

The bidder's response shall contain the following:

2.1.16.1 The Contractor shall provide an organizational chart showing the staffing lines of authority for the key personnel to be used in the project. The

**relationship to management and to support personnel should be clearly illustrated.**

- 2.1.16.2 **The Contractor shall provide a resume and data related to previous work assignments as may related to this Call for Bids for each key personnel to be assigned to the contract.**

2.1.17 ESTIMATED USAGE:

The contract shall be on an as needed, if needed basis. The County makes no guarantee as to the volume of hours, pages, etc. which may be required.

2.1.18 PAYMENT:

Billings for services rendered, and payment therefore, will be in accordance with the procedures established by the County, but in no event will billing be required more frequently than twice per month.

**NOTE: IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO ENSURE THAT A VALID PURCHASE ORDER IS IN PLACE FROM THE REQUESTING DEPARTMENT PRIOR TO ACCEPTING ANY ASSIGNMENTS!**

2.1.19 DATA:

All notes, transcripts, records, tapes, exhibits and any other material that is a part of or relates to any action recorded by the Contractor shall be the property of Maricopa County.

2.1.20 REPORTER NOTES:

The Contractor shall retain in Arizona, all original notes and stenographic tapes of all examinations, depositions, hearings and other proceedings reported under this agreement for at least five (5) years from the date the case is closed and shall retain such notes and tapes in such a place and manner as to ensure their availability upon request.

2.1.21 KEY PERSONNEL:

It is essential that the Contractor provide an adequate staff of experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under this contract. The contractor shall assign specific individuals to Court Reporting positions. New personnel must receive prior written approval of the County, before commencing with a contract project.

2.1.22 COMPENSATION/FEE SCHEDULE:

The compensation/fee schedule is as follows:

- 2.1.22.1 Payment will be made for all hours from initiation of service until sign out except for, lunches or significant breaks as identified by the invoice submitted. Justice Court Services will provide to all court reporters acceptable billing parameters.

- 2.1.22.2 When "on assignment" for the County (providing services under this contract), the court reporter is required to perform only Maricopa County services. The court reporter shall certify that all work performed during "lag time" is County work on the invoice submitted.

*"Lag time" is defined as time during a hearing, trial, special session, or deposition that occurs when there has been a break or recess in the proceedings. Court Reporters when "on assignment" for Maricopa County*

*are paid with taxpayer money, and it is essential that if the County is to be charged for work performed during “ lag time”, that the work be for Maricopa County and not for another customer. Work being done for another customer during”lag time” should be charged to that customer, and not to Maricopa County.*

- 2.1.22.3 Mileage will be paid for the following distant courts: Wickenburg, Gila Bend, and Buckeye. The rate will be the current Maricopa County mileage rate. This applies to both Justice Courts and other County agencies.
- 2.1.22.4 Contractor shall be compensated for approved mileage to the distant courts based on the mileage from their home address or to business address, whichever is less. This applies to both Justice Courts and other County agencies.
- 2.1.22.5 If a court reporter en route to court is called and cancelled or the entire calendar is cancelled after they are en route, the contractor will be paid at the standard hourly rate of \$25.00 per hour for one hour of service.

2.1.23 INVOICING:

-The following items are required to be inclusive on each invoice submitted:

- 2.1.23.1 Invoice number (*see explanation below*), court reporting service performed, name of agency, court reporter’s name, date of service, description of service, time in and out (breaks and lunch included), time worked, amount, court reporters signature, chief clerk’s signature or designee. Only original invoices will be accepted, no copies.
- 2.1.23.2 County agencies shall be invoiced in accordance with their invoicing requirements.
- 2.1.23.3 Invoices will be billed by each transaction: transcripts on one invoice, trials and motions on another. Contractors cannot combine multiple transactions on one invoice.
- 2.1.23.4 Invoices must be received by the 15<sup>th</sup> of each month. If they are not received by this date they will be processed in the following month. This pertains to Justice Court Services only. For other County agencies, see section 2.14.
- 2.1.23.5 A.R.S. 12-821.01 and A.R.S. 11.628 apply, in which it states that no invoices over six (6) months old may be submitted. If an error is found on an invoice, the original will be returned to the contractor for correction.
- 2.1.23.6 Contractors are asked to follow specific invoice/billing format. Invoices received from the contractor that do not follow the required invoicing format, including but not limited to, proper signatures, correct pricing, etc., shall be rejected and returned to the contractor for correction. Research concerning resolution of incorrect invoices can be extensive and time consuming, therefore, the following process will be utilized for those contractors which experience recurring invoicing problems:
  - Initially, the incorrect invoice will be returned to the vendor for correction.
  - If the invoice is not corrected, after the invoice is returned to the County agency, a meeting will be held to discuss the problem, with the contractor.

- If, subject invoice continues to be incorrect after the above steps are taken, the contractor will be placed on a 30-day notice (contractor will be advised via written notice) that the contractor award will be terminated, unless subject invoice is corrected to agree with invoice/billing format.

2.1.24 DEFINITIONS:

- 2.1.24.1 Motions – formal mode in which a litigant submits a purposed measure for the consideration and action of the court (this may also include oral arguments).
- 2.1.24.2 Jury Trials – DUI Trials and CR Misdemeanors and CR Traffic) these are the only trials court reporters hear and submit billings for.
- 2.1.24.3 Evidentiary Hearings – evidence and witnesses presented before going to trial. To determine any pre-trial motions, which include what can and cannot be introduced during the trial.

- 2.1.25 Contractor and/or employees shall NOT to be accompanied in their work area by acquaintances, family members, assistants or any other person unless said person is an authorized employee of the Contractor.

2.1.26 QUALIFICATIONS:

Effective approximately June 2000, once State certifications are being issued, court reporters who will be providing traditional stenographic recordings for the County must be certified, and must provide a copy of their certification.

- 2.1.27 Proceedings may be recorded using video tape, audio tape, or stenographic recording done by a certified court reporter. The decision of which method to use will be at the discretion of the using agency.

2.2 **TRANSCRIPTION SERVICES**

Background: Various County agencies, offices, and departments are involved in administrative and/or legal proceedings, which require transcription services.

- 2.2.1 The contractor shall provided qualified personnel and materials necessary to transcribe, and furnish completed documents related to hearings, trials, meetings, interviews, medical charts and records, etc. as follows:
  - a. The Contractor guarantees that all work shall be performed in a businesslike manner and according to the highest standards of the transcription profession. Failure to provide an accurate transcription, following accepted rules of spelling and punctuation, could result in a retyping of the transcript at no additional expense to the County.
  - b. The Contractor shall, at all times, promptly provide as many qualified transcriptionists and maintain such staff as may be necessary for the prompt furnishing of quality transcribing services, including transcripts which shall conform to the format set forth herein.
  - c. The Contractor shall be supplied with the tape(s), which shall be transcribed.
  - d. Transcripts will be provided, using the format as described in 2.1.7 as a per page rate for the different types of copies as described in 2.1.8.

2.2.2 QUALIFICATIONS:

There are no specific “qualifications” for transcriptionists, so long as the finished produce is in the proper format described in Section 2.1.1, and conforms to accuracy standards in Section 2.2.5.

2.2.3 Bidders responding to the Transcription portion of this solicitation are not required to be certified and may “no bid” the Court Reporter portion of the bid and still be considered responsive.

2.2.4 The County agency requiring transcription of tapes will contact the contractor with their request for transcription. This can be done via U.S. Mail, phone, fax, or email. The contractor may pick up the information for transcription, send a messenger, or request that this information be mailed. However, all delivery charges are the responsibility of the contractor. Do not list delivery charges as a separate line item. All other requests are the responsibility of the requestor.

2.2.5 ACCURACY:

The contractor shall be responsible for furnishing complete transcripts, which accurately reflect the full and complete verbatim record of the hearing. When errors attributable to the Contractor’s performance appear in the transcript (i.e., those which change or obscure the meaning of the testimony, but not including typographical errors or misspelling if the intended meaning is clearly evident, such as “their” for “there”, etc.) in excess of one (1) error per 100 words of transcripts, the ordering agency may demand and the Contractor shall correct the errors and furnish corrected transcripts within three (3) calendar days after receipt of notification, and without additional cost to the ordering agency, regardless of the delivery time and the original order specified.

2.2.6 USAGE REPORT:

The Contractor shall furnish the County a quarterly usage report delineating the acquisition activity governed by the Contract. The format of the report shall be approved by the County and shall disclose the quantity and dollar value of each contract item by individual unit.

2.2.7 TAX:

No tax shall be levied against labor. Bid pricing to include all labor, overhead tools and equipment used, profit, and any taxes that may be levied. It is the responsibility of the Contractor to determine any and all taxes and include the same in bid price.

2.2.8 DELIVERY:

It shall be the Contractor’s responsibility to meet the County’s service requirements, as called for in the Technical Specifications. Maricopa County reserves the right to obtain services on the open market in the event the Contractor fails to make delivery of such services, and any price differential will be charged against the Contractor.

**3.0 SPECIAL TERMS & CONDITIONS:**

3.1 CONTRACT LENGTH:

This Invitation for Bids is for awarding a firm, fixed price purchasing contract to cover a four (4) year period.

3.2 OPTION TO EXTEND:

The County may, at their option and with the approval of the Contractor, extend the period of this Contract up to a maximum of two (2), one (1) year options. The Contractor shall be notified in



writing by the Materials Management Department of the County's intention to extend the contract period at least thirty (30) calendar days prior to the expiration of the original contract period.

3.3 ESCALATION:

Any request for reasonable price adjustments must be submitted thirty (30) days prior to the Contract expiration date. Justification for the requested adjustment in cost of labor and/or materials must be supported by appropriate documentation and fall within the Producer Price Index for the commodity. Increases are subject to approval in writing by the Materials Management Department prior to any adjusted invoicing being submitted for payment.

3.4 EVALUATION CRITERIA:

The evaluation of this Bid will be based on, but not limited to, the following:

- 3.4.1 Compliance with specifications
- 3.4.2 Price
- 3.4.3 Determination of responsibility

The County reserves the right to award in whole or in part, by item or group of items, by section or geographic area, or make multiple awards, where such action serves the County's best interest.

3.5 FACILITIES:

During the course of this Agreement, the County shall provide the Contractor's personnel with adequate workspace for consultants and such other related facilities as may be required by Contractor to carry out its obligation enumerated herein.

3.6 INDEMNIFICATION AND INSURANCE:

3.6.1 **INDEMNIFICATION**

To the fullest extent permitted by law, CONTRACTOR shall defend, indemnify, and hold harmless **COUNTY**, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including, but not limited to, attorney fees, court costs, expert witness fees, and the cost of appellate proceedings, relating to, arising out of, or alleged to have resulted from the acts, errors, omissions or mistakes relating to the performance of this Contract. **CONTRACTOR'S** duty to defend, indemnify and hold harmless **COUNTY**, its agents, representatives, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property, including loss of use resulting therefrom, caused by any acts, errors, omissions or mistakes in the performance of this Contract including any person for whose acts, errors, omissions or mistakes **CONTRACTOR** may be legally liable.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

3.6.2 **Abrogation of Arizona Revised Statutes Section 34-226:**

In the event that A.R.S. § 34-226 shall be repealed or held unconstitutional or otherwise invalid by a court of competent jurisdiction, then to the fullest extent permitted by law, **CONTRACTOR** shall defend, indemnify and hold harmless **COUNTY**, its agents, representatives, officers, directors, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or resulting from **CONTRACTOR'S** work or services. **CONTRACTOR'S** duty to defend, indemnify and hold harmless, **COUNTY**, its agents, representatives, officers, directors, officials and

employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, injury to, impairment or destruction of property including loss of use resulting therefrom, caused in whole or in part by any act or omission of **CONTRACTOR**, anyone **CONTRACTOR** directly or indirectly employs or anyone for whose acts **CONTRACTOR** may be liable, regardless of whether it is caused in part by a party indemnified hereunder, including **COUNTY**.

The scope of this indemnification does not extend to the sole negligence of **COUNTY**.

3.6.3 **Insurance Requirements.**

**CONTRACTOR**, at **CONTRACTOR'S** own expense, shall purchase and maintain the herein stipulated minimum insurance from a company or companies duly licensed by the State of Arizona and possessing a current A.M. Best, Inc. rating of B++6. In lieu of State of Arizona licensing, the stipulated insurance may be purchased from a company or companies which are authorized to do business in the State of Arizona, provided that said insurance companies meet the approval of **COUNTY**. The form of any insurance policies and forms must be acceptable to **COUNTY**.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of **COUNTY**, constitute a material breach of this Contract.

**CONTRACTOR'S** insurance shall be primary insurance as respects **COUNTY**, and any insurance or self-insurance maintained by **COUNTY** shall not contribute to it.

Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect coverage afforded under the insurance policies to protect **COUNTY**.

The insurance policies may provide coverage, which contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to **COUNTY** under such policies. **CONTRACTOR** shall be solely responsible for the deductible and/or self-insured retention and **COUNTY**, at its option, may require **CONTRACTOR** to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

**COUNTY** reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance policies and/or endorsements. **COUNTY** shall not be obligated, however, to review such policies and/or endorsements or to advise **CONTRACTOR** of any deficiencies in such policies and endorsements, and such receipt shall not relieve **CONTRACTOR** from, or be deemed a waiver of **COUNTY'S** right to insist on strict fulfillment of **CONTRACTOR'S** obligations under this Contract.

The insurance policies required by this Contract, except Workers' Compensation, shall name **COUNTY**, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

The policies required hereunder, except Workers' Compensation, shall contain a waiver of transfer of rights of recovery (subrogation) against **COUNTY**, its agents, representatives, officers, directors, officials and employees for any claims arising out of **CONTRACTOR'S** work or service.

3.6.3.1 **Commercial General Liability.** **CONTRACTOR** shall maintain Commercial General Liability Insurance (CGL) and, if necessary, Commercial Umbrella Insurance with a limit of not less than \$1,000,000 for each occurrence with a

\$2,000,000 Products/Completed Operations Aggregate and a \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of this Contract which coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 00 01 10 93 or any replacements thereof. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

The policy shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, or any provision which would serve to limit third party action over claims.

The CGL and the commercial umbrella coverage, if any, additional insured endorsement shall be at least as broad as the Insurance Service Office, Inc.'s Additional Insured, Form CG 20 10 10 01, and shall include coverage for **CONTRACTOR'S** operations and products.

3.6.3.2 Automobile Liability. **CONTRACTOR** shall maintain Automobile Liability Insurance and, if necessary, Commercial Umbrella Insurance with a combined single limit for bodily injury and property damage of no less than \$1,000,000, each occurrence, with respect to **CONTRACTOR'S** vehicles (including owned, hired, non-owned), assigned to or used in the performance of this Contract. If hazardous substances, materials, or wastes are to be transported, MCS 90 endorsement shall be included and \$5,000,000 per accident limits for bodily injury and property damage shall apply.

3.6.3.3 Workers' Compensation. **CONTRACTOR** shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of **CONTRACTOR'S** employees engaged in the performance of the work or services, as well as Employer's Liability insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.

**CONTRACTOR** waives all rights against **COUNTY** and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by **CONTRACTOR** pursuant to this agreement.

In case any work is subcontracted, **CONTRACTOR** will require the Subcontractor to provide Workers' Compensation and Employer's Liability insurance to at least the same extent as required of **CONTRACTOR**.

3.6.3.4 Cancellation and Expiration Notice.

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

### 3.7 PROCUREMENT CARD ORDERING CAPABILITY:

It is the intent of Maricopa County to utilize a procurement card that may be used by the County from time to time, to place and make payment for orders under the Contract. Contractors without this capability may be considered non-responsive and not eligible for award consideration.

3.8 INQUIRIES AND NOTICES:

All inquiries concerning information herein shall be addressed to:

MARICOPA COUNTY  
DEPARTMENT OF MATERIALS MANAGEMENT  
ATTN: CONTRACT ADMINISTRATION  
320 W. LINCOLN ST.  
PHOENIX, AZ 85003

Administrative telephone inquiries shall be addressed to:

STAN FISHER, SENIOR PROCUREMENT CONSULTANT, 602-506-3274  
([sfisher@mail.maricopa.gov](mailto:sfisher@mail.maricopa.gov))

Inquiries may be submitted by telephone but must be followed up in writing. No oral communication is binding on Maricopa County.

3.9 SUBMISSION PRICE CLARITY:

For reasons of clarity all submissions of pricing (Attachment A) shall be priced in the same unit (size, volume, quantity, weight, etc.) as the bid specifications request. Submissions (bids) failing to comply with this requirement may be declared non-responsive.

3.10 INSTRUCTIONS FOR PREPARING AND SUBMITTING BIDS:

**Bidders are to provide one (1) original "hard copy" (labeled) and one (1) electronic copy of pricing on a 3.5" diskette.** Bidders are to identify their responses with the bid serial number, title and return address to Maricopa County, Department of Materials Management, 320 West Lincoln, Phoenix, Arizona 85003. **A corporate official who has been authorized to make such commitments must sign bids.**

**ALL REQUESTS FOR DISKETTES MUST BE FAXED TO THE PROCUREMENT CONSULTANT AT (602) 258-1573. IN ADDITION, ONE (1) HARD COPY OF EACH PAGE OF ATTACHMENT A (PRICING PAGE) SHALL BE SUBMITTED WITH YOUR BID.**

**A/V TRONICS INC, 365 E CORONADO ROAD SUITE #100, PHOENIX, AZ 85004-1525**

**P081101 / B0602628 / NIGP 66124 & 96172**

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: ☒ YES ☐ NO

WILL YOUR FIRM ACCEPT A PROCUREMENT CARD FOR INVOICE PAYMENT? ☒ YES ☐ NO

IF YES, MAY THE COUNTY TAKE ADVANTAGE OF DISCOUNTS OFFERED BY YOUR FIRM IN THIS BID/RFP WHEN PAYING WITH A PROCUREMENT CARD? ☐ YES ☒ NO

INTERNET ORDERING CAPABILITY: ☐ YES ☒ NO ☐ % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: ☒ YES ☐ NO

1.0 PRICING:

**NOTE:** COMPENSATION/FEES FOR THE COURT REPORTING SECTION IS PRE-DETERMINED AND SHALL REMAIN "FIXED" THROUGHOUT THE DURATION OF THIS CONTRACT. IN THE EVENT THAT ANY RELEVANT STATUTES ARE CHANGED WHICH EFFECT FEES/COMPENSATION, AN AMENDMENT WILL BE MADE TO THIS CONTRACT, REFLECTING THOSE CHANGES. COMPENSATION/FEES FOR AGENCIES OTHER THAN JUSTICE COURTS SERVICES SHALL BE PROVIDED AS APPROPRIATE, AS A COMPETITIVE BID.

**ITEM/TASK DESCRIPTION**

**UNIT PRICE**

**COURT REPORTING SERVICES:**

1. Court Services recording of trials or Special Sessions \$25.00 /PER HOUR RECORDED

3. Recording of Hearings/Depositions (other County agencies) - Transcript provided

	<u>DEPOSITIONS</u>	<u>HEARINGS</u>
--	--------------------	-----------------

A. Attendance - First Hour	\$30.00	\$30.00
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B. Attendance - Each Succeeding 1/2 Hour	\$15.00	\$15.00
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4. Recording of Hearings/Depositions (other County agencies) - No Transcript - Hold Notes

	<u>DEPOSITIONS</u>	<u>HEARINGS</u>
--	--------------------	-----------------

A. Attendance - First Hour	\$45.00	\$45.00
----------------------------	---------	---------

B. Attendance - Each Succeeding 1/2 Hour	\$15.00	\$15.00
--	---------	---------

5. Page Rate - Depositions

A. Fee per page for original and one copy of transcript <u>regular delivery</u> - within twenty (20) calendar days.	\$ 2.95 /PER PAGE
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B. Fee per page for original and one copy of transcript <u>expedited delivery</u> - within ten (10) calendar days.	\$ 3.50 /PER PAGE
--	-------------------

C. Fee per page for original and one copy of transcript <u>rush delivery</u> - within one (1) working day.	\$ 5.35 /PER PAGE
--	-------------------

D. Fee per page for each additional copy of transcript when requested by the ordering agency (all deliveries).	\$ .30 /PER PAGE
--	------------------

E. Fee for Affidavit of non-appearance	\$ 15.00 /PER PAGE
--	--------------------

**A/V TRONICS INC, 365 E CORONADO ROAD SUITE #100, PHOENIX, AZ 85004-1525**

6. Page Rate - <u>Hearings</u>	<u>DEPOSITIONS (HRGS)</u>	<u>HEARINGS</u> <u>(PUBLIC COMMENT)</u>
A. Fee per page for original and one copy of transcript <u>regular delivery</u> - within twenty (20) calendar days.	\$ 2.95 /PAGE	\$ 3.25 /PAGE
B. Fee per page for original and one copy of transcript <u>expedited delivery</u> - within ten (10) calendar days.	\$ 3.50 /PAGE	\$ 3.75 /PAGE
C. Fee per page for original and one copy of transcript <u>rush delivery</u> - within one (1) working day.	\$ 5.35 /PAGE	\$ 5.85 /PAGE
D. Fee per page for each additional copy of transcript when requested by the ordering agency (all deliveries).	\$ .30 /PAGE	\$ .30 /PAGE
E. Fee for Affidavit of non-appearance	\$ 15.00 /PAGE	\$ 15.00 /PAGE
7. Transcription of tapes (various other County agencies)		
A. Fee per page for original and one copy of transcript <u>regular delivery</u> - within twenty (20) calendar days.		\$ 2.95 /PAGE
B. Fee per page for original and one copy of transcript <u>expedited delivery</u> - within ten (10) calendar days.		\$ 3.50 /PAGE
C. Fee per page for original and one copy of transcript <u>rush delivery</u> - within one (1) working day.		\$ 5.35 /PAGE
D. Fee per page for each additional copy of transcript when requested by the ordering agency (all deliveries).		\$ .30 /PAGE
8. <u>MISCELLANEOUS:</u>		
A. Fee for reproducing exhibits and documents		\$ .50 /PAGE
B. Fee for data disks (3 1/2" diskette)		\$ 1.00 /EACH (+Per Page Rate)

Terms: NET 30

Vendor Number: **W000003761 X**

Telephone Number: 602/263-0885

Fax Number: 602/263-9699

Contact Person: Karen Samcoe

E-mail Address: ~~Karen~~ [admin@avtronics.com](mailto:admin@avtronics.com)

Company Web Site: [www.avtronics.com](http://www.avtronics.com)

Certificates of Insurance Required

Contract Period: To cover the period ending **DECEMBER 31, 2008**

**CAPITOL CAPTIONING LLC, 820 SOUTH LINCOLN STREET, ARLINGTON, VA 22204**

**P081101 / B0602628 / NIGP 66124 & 96172**

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: ☒ YES ☐ NO

WILL YOUR FIRM ACCEPT A PROCUREMENT CARD FOR INVOICE PAYMENT? ☒ YES ☐ NO

IF YES, MAY THE COUNTY TAKE ADVANTAGE OF DISCOUNTS OFFERED BY YOUR FIRM IN THIS BID/RFP WHEN PAYING WITH A PROCUREMENT CARD? ☐ YES ☒ NO

INTERNET ORDERING CAPABILITY: ☐ YES ☒ NO ☐ % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: ☒ YES ☐ NO

**1.0 PRICING**

NOTE: COMPENSATION/FEEES FOR THE COURT REPORTING SECTION IS PRE-DETERMINED AND SHALL REMAIN "FIXED" THROUGHOUT THE DURATION OF THIS CONTRACT. IN THE EVENT THAT ANY RELEVANT STATUTES ARE CHANGED WHICH EFFECT FEES/COMPENSATION, AN AMENDMENT WILL BE MADE TO THIS CONTRACT, REFLECTING THOSE CHANGES. COMPENSATION/FEEES FOR AGENCIES OTHER THAN JUSTICE COURTS SERVICES SHALL BE PROVIDED AS APPROPRIATE, AS A COMPETITIVE BID.

**ITEM/TASK DESCRIPTION**

**UNIT PRICE**

**COURT REPORTING SERVICES:**

1. Court Services recording of trials or Special Sesssions \$25.00/PER HOUR RECORDED

**HEARINGS**

- |  |               |
|--|---------------|
| 7. Transcription of tapes (various other County agencies)  |               |
| A. Fee per page for original and one copy of transcript<br><u>regular delivery</u> - within twenty (20) calender days. | \$ 1.99 /PAGE |
| B. Fee per page for original and one copy of transcript<br><u>expedited delivery</u> - within ten (10) calender days.  | \$ 2.15 /PAGE |
| C. Fee per page for original and one copy of transcript<br><u>rush delivery</u> - within one (1) working day.          | \$ 4.50 /PAGE |
| D. Fee per page for each additional copy of transcript<br>when requested by the ordering agency (all deliveries).      | \$ 0.20 /PAGE |

**8. MISCELLANEOUS:**

- |   |               |
|---|---------------|
| A. Fee for reproducing exhibits and documents | \$ 0.20 /PAGE |
| B. Fee for data disks (3 1/2" diskette)       | \$ 8.50 /EACH |

**CAPITOL CAPTIONING LLC, 820 SOUTH LINCOLN STREET, ARLINGTON, VA 22204**

Terms:	NET 30
Vendor Number:	<b>W000004756 X</b>
Telephone Number:	703/920-2400
Fax Number:	703/997-0294
Contact Person:	Christopher Marquez
E-mail Address:	<a href="mailto:chris@capitolcaptioning.com">chris@capitolcaptioning.com</a>
Company Web Site:	<a href="http://www.capitolcaptioning.com">www.capitolcaptioning.com</a>
Certificates of Insurance	Required
Contract Period:	To cover the period ending <b>DECEMBER 31, 2008</b>



**COPPERSTATE REPORTING SERVICE, 12601 N 59<sup>TH</sup> PL SUITE #100, SCOTTSDALE, AZ 85254**

**P081101 / B0602628 / NIGP 66124 & 96172**

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: ☒ YES ☐ NO

WILL YOUR FIRM ACCEPT A PROCUREMENT CARD FOR INVOICE PAYMENT? ☐ YES ☒ NO

IF YES, MAY THE COUNTY TAKE ADVANTAGE OF DISCOUNTS OFFERED BY YOUR FIRM IN THIS BID/RFP WHEN PAYING WITH A PROCUREMENT CARD? ☐ YES ☒ NO

INTERNET ORDERING CAPABILITY: ☒ YES ☐ NO ☐ 0 % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: ☒ YES ☐ NO

**1.0 PRICING:**

*NOTE: COMPENSATION/FEEES FOR THE COURT REPORTING SECTION IS PRE-DETERMINED AND SHALL REMAIN "FIXED" THROUGHOUT THE DURATION OF THIS CONTRACT. IN THE EVENT THAT ANY RELEVANT STATUTES ARE CHANGED WHICH EFFECT FEES/COMPENSATION, AN AMENDMENT WILL BE MADE TO THIS CONTRACT, REFLECTING THOSE CHANGES. COMPENSATION/FEEES FOR AGENCIES OTHER THAN JUSTICE COURTS SERVICES SHALL BE PROVIDED AS APPROPRIATE, AS A COMPETITIVE BID.*

**ITEM/TASK DESCRIPTION**

**UNIT PRICE**

**COURT REPORTING SERVICES:**

1. Court Services recording of trials or Special Sessions \$25.00/PER HOUR RECORDED

3. Recording of Hearings/Depositions (other County agencies) - <i>Transcript provided</i>	<u>DEPOSITIONS</u>	<u>HEARINGS</u>
A. Attendance - First Hour	\$40.00	\$40.00
B. Attendance - Each Succeeding 1/2 Hour	\$20.00	\$20.00

4. Recording of Hearings/Depositions (other County agencies) - <i>No Transcript - Hold Notes</i>	<u>DEPOSITIONS</u>	<u>HEARINGS</u>
A. Attendance - First Hour	\$80.00	\$80.00
B. Attendance - Each Succeeding 1/2 Hour	\$40.00	\$40.00

5. Page Rate - <u>Depositions</u>	
A. Fee per page for original and one copy of transcript <u>regular delivery</u> - within twenty (20) calendar days.	\$4.25 / PAGE
B. Fee per page for original and one copy of transcript <u>expedited delivery</u> - within ten (10) calendar days.	\$6.00 / PAGE
C. Fee per page for original and one copy of transcript <u>rush delivery</u> - within one (1) working day.	\$9.00 / PAGE
D. Fee per page for each additional copy of transcript when requested by the ordering agency (all deliveries).	\$.30 / PAGE
E. Fee for Affidavit of non-appearance	\$25.00 / PAGE

6. Page Rate - <u>Hearings</u>	<u>DEPOSITIONS</u>	<u>HEARINGS</u>
A. Fee per page for original and one copy of transcript <u>regular delivery</u> - within twenty (20) calendar days.	\$4.25 / PAGE	\$5.00 / PAGE
B. Fee per page for original and one copy of transcript <u>expedited delivery</u> - within ten (10) calendar days.	\$6.00 / PAGE	\$7.00 / PAGE
C. Fee per page for original and one copy of transcript <u>rush delivery</u> - within one (1) working day.	\$9.00 / PAGE	\$10.00 / PAGE

**COPPERSTATE REPORTING SERVICE, 12601 N 59<sup>TH</sup> PL SUITE #100, SCOTTSDALE, AZ 85254**

D. Fee per page for each additional copy of transcript when requested by the ordering agency (all deliveries).	\$.30 / PAGE	\$.30 / PAGE
E. Fee for Affidavit of non-appearance	\$25.00 / PAGE	\$25.00 / PAGE
7. Transcription of tapes (various other County agencies)		\$3.00 / PAGE
A. Fee per page for original and one copy of transcript <u>regular delivery</u> - within twenty (20) calendar days.		\$3.00 / PAGE
B. Fee per page for original and one copy of transcript <u>expedited delivery</u> - within ten (10) calendar days.		\$4.50 / PAGE
C. Fee per page for original and one copy of transcript <u>rush delivery</u> - within one (1) working day.		\$6.00 / PAGE
D. Fee per page for each additional copy of transcript when requested by the ordering agency (all deliveries).		\$ .30 / PAGE
8. <u>MISCELLANEOUS:</u>		
A. Fee for reproducing exhibits and documents		\$ .30 / PAGE
B. Fee for data disks (3 1/2" diskette)		\$20.00 EACH

Terms: NET 30

Vendor Number: **W000004751 X**

Telephone Number: 602/795-5515

Fax Number: 602/795-5595

Contact Person: William McNutt

E-mail Address: [bill@copperstate.phxcoxmail.com](mailto:bill@copperstate.phxcoxmail.com)

Company Web Site: [www.coperstatereporting.com](http://www.coperstatereporting.com)

Certificates of Insurance Required

Contract Period: To cover the period ending **DECEMBER 31, 2008**

**GRIFFIN & ASSOCIATES, 3030 N CENTRAL AVENUE SUITE 1102, PHOENIX, AZ 85012-2718**

**P081101 / B0602628 / NIGP 66124 & 96172**

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: ☒ YES ☐ NO

WILL YOUR FIRM ACCEPT A PROCUREMENT CARD FOR INVOICE PAYMENT? ☒ YES  
VISA/MASTERCARD

IF YES, MAY THE COUNTY TAKE ADVANTAGE OF DISCOUNTS OFFERED BY YOUR FIRM IN THIS  
BID/RFP WHEN PAYING WITH A PROCUREMENT CARD? ☐ YES ☒ NO

INTERNET ORDERING CAPABILITY: ☐ YES ☒ NO ☐ % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: ☒ YES ☐ NO

**1.0 PRICING:**

**NOTE:** COMPENSATION/FEEES FOR THE COURT REPORTING SECTION IS PRE-DETERMINED AND SHALL REMAIN "FIXED" THROUGHOUT THE DURATION OF THIS CONTRACT. IN THE EVENT THAT ANY RELEVANT STATUTES ARE CHANGED WHICH EFFECT FEES/COMPENSATION, AN AMENDMENT WILL BE MADE TO THIS CONTRACT, REFLECTING THOSE CHANGES. COMPENSATION/FEEES FOR AGENCIES OTHER THAN JUSTICE COURTS SERVICES SHALL BE PROVIDED AS APPROPRIATE, AS A COMPETITIVE BID.

**ITEM/TASK DESCRIPTION**

**UNIT PRICE**

**COURT REPORTING SERVICES:**

- |  |                           |
|--|---------------------------|
| 1. Court Services recording of trials or Special Sessions                        | \$25.00/PER HOUR RECORDED |
| 2. Court Services transcription of Hearings/Dispositions<br>(per A.R.S. 12-224B) |                           |

**Bidder shall indicate willingness to provide services for this section (Section 2., A.B.&C) by initialing below to the right of the pre-determined pricing listed. MANDATORY**

- |  |                  |               |
|--|------------------|---------------|
| A. Fee per page for original and one (1) copy of transcript regular delivery - within twenty (20) calendar days. | \$ 2.80/PER PAGE | PG (initials) |
| B. Fee per page for each additional copy of transcript when ordered by the ordering agency at the same time.     | \$ 0.30/PER PAGE | PG (initials) |
| C. Fee for Affidavit of nonappearance  | \$10.00/PER PAGE | PG (initials) |
- 
- |   |                           |                        |
|---|---------------------------|------------------------|
| 3. Recording of Hearings/Depositions (other County agencies) - <u>Transcript provided</u> | <b><u>DEPOSITIONS</u></b> | <b><u>HEARINGS</u></b> |
| A. Attendance - First Hour  | \$ 40.00*                 | \$40.00                |
| B. Attendance - Each Succeeding 1/2 Hour  | \$ 20.00*                 | \$20.00                |
- 
- |  |                           |                        |
|--|---------------------------|------------------------|
| 4. Recording of Hearings/Depositions (other County agencies) - <u>No Transcript - Hold Notes</u> | <b><u>DEPOSITIONS</u></b> | <b><u>HEARINGS</u></b> |
| A. Attendance - First Hour   | \$ 60.00*                 | \$60.00                |
| B. Attendance - Each Succeeding 1/2 Hour   | \$ 30.00*                 | \$30.00                |
- 
- |   |                   |
|---|-------------------|
| 5. Page Rate - <u>Depositions</u>   |                   |
| A. Fee per page for original and one copy of transcript <u>regular delivery</u> - within twenty (20) calendar days. | \$ 3.40 /PER PAGE |
| B. Fee per page for original and one copy of transcript <u>expedited delivery</u> - within ten (10) calendar days.  | \$ 5.10 /PER PAGE |

**GRIFFIN & ASSOCIATES, 3030 N CENTRAL AVENUE SUITE 1102, PHOENIX, AZ 85012-2718**

C. Fee per page for original and one copy of transcript <u>rush delivery</u> - within one (1) working day.		\$ 6.80 /PER PAGE
D. Fee per page for each additional copy of transcript when requested by the ordering agency (all deliveries).		\$ .30 /PER PAGE
E. Fee for Affidavit of non-appearance		\$ 60.00 TOTAL *
6. Page Rate - <u>Hearings</u>	<u>DEPOSITIONS</u>	<u>HEARINGS</u>
A. Fee per page for original and one copy of transcript <u>regular delivery</u> - within twenty (20) calendar days.	\$ N/A /PAGE	\$ 6.00 /PAGE
B. Fee per page for original and one copy of transcript <u>expedited delivery</u> - within ten (10) calendar days.	\$ N/A /PAGE	\$ 9.00 /PAGE
C. Fee per page for original and one copy of transcript <u>rush delivery</u> - within one (1) working day.	\$ N/A /PAGE	\$12.00 /PAGE
D. Fee per page for each additional copy of transcript when requested by the ordering agency (all deliveries).	\$ N/A /PAGE	\$ .30 /PAGE
E. Fee for Affidavit of non-appearance	\$ N/A /PAGE	\$60.00 /PAGE
7. Transcription of tapes (various other County agencies)		\$ 5.00 /PAGE
A. Fee per page for original and one copy of transcript <u>regular delivery</u> - within twenty (20) calendar days.		\$ 5.00 /PAGE
B. Fee per page for original and one copy of transcript <u>expedited delivery</u> - within ten (10) calendar days.		6.50 /PAGE
C. Fee per page for original and one copy of transcript <u>rush delivery</u> - within one (1) working day.		\$ 8.00 /PAGE
D. Fee per page for each additional copy of transcript when requested by the ordering agency (all deliveries).		\$ .30 /PAGE
8. <u>MISCELLANEOUS:</u>		
A. Fee for reproducing exhibits and documents	Black & White	\$ .30 /PAGE
	Color copies	\$ 1.50 /PAGE
	<b>Over-sized</b>	AT COST(QUOTE)*
B. Fee for data disks (3 1/2" diskette)		\$ 10.00 /EACH
<b>C. Fee for data disks on CD</b>		\$15.00 /EACH*
<b>D. Condensed transcript with word index when purchased with a full transcript</b>		\$15.00 /EACH*
<b>E. Electronic Transcript also known as E-Tran</b>		\$25.00 / EACH*
<b>F. Delivery/Handling Fee</b>		\$12.00 / EACH*
<b>G. Videoconference and Document Depository fees available upon request.</b>		(QUOTE)*

\* LINE ITEMS ADDED AND OR CLARIFIED, VIA AMENDMENT #1. THOSE LINE ITEMS WHICH STATE (QUOTE) REQUIRE THE USING AGENCY TO OBTAIN A QUOTATION FOR THE SPECIFIC SERVICES REQUIRED, AND TO DETERMINE THAT THE PRICING OFFERED VIA QUOTATION IS FAIR AND REASONABLE. THIS AMENDMENT IS EFFECTIVE RETROACTIVELY, TO ALLOW THE CONTRACTOR TO INVOICE FOR SERVICES WHICH WERE REQUESTED BY USING AGENCIES AND PROVIDED BY THE BY THE CONTRACTOR, BUT NOT ALLOWED (PAID), DUE TO THE FACT THAT THEY WERE NOT INCLUDED ON THE PRICING PAGE.

AMENDMENT #1 EFFECTIVE DATE December 1, 2004

**GRIFFIN & ASSOCIATES, 3030 N CENTRAL AVENUE SUITE 1102, PHOENIX, AZ 85012-2718**

Terms:	NET 30
Vendor Number:	<b>W000001427 X</b>
Telephone Number:	602/264-2230
Fax Number:	602/264-2245
Contact Person:	Pamela Griffin
E-mail Address:	<a href="mailto:pgriffin@griffinreporters.com">pgriffin@griffinreporters.com</a>
Company Web Site:	<a href="http://www.griffinreporters.com">www.griffinreporters.com</a>
Certificates of Insurance	Required
Contract Period:	To cover the period ending <b>December 31, 2008.</b>

**PREMIUM BUSINESS SERVICES, 1147 ERIN STREET, MADISON, WI 53715-1845**

**P081101 / B0602628 / NIGP 66124 & 96172**

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: ☒ YES ☐ NO

WILL YOUR FIRM ACCEPT A PROCUREMENT CARD FOR INVOICE PAYMENT? ☐ YES ☒ NO

IF YES, MAY THE COUNTY TAKE ADVANTAGE OF DISCOUNTS OFFERED BY YOUR FIRM IN THIS BID/RFP WHEN PAYING WITH A PROCUREMENT CARD? ☐ YES ☐ NO

INTERNET ORDERING CAPABILITY: ☒ YES ☐ NO ☐ % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: ☒ YES ☐ NO

**1.0 PRICING:**

**NOTE:** COMPENSATION/FEEES FOR THE COURT REPORTING SECTION IS PRE-DETERMINED AND SHALL REMAIN "FIXED" THROUGHOUT THE DURATION OF THIS CONTRACT. IN THE EVENT THAT ANY RELEVANT STATUTES ARE CHANGED WHICH EFFECT FEES/COMPENSATION, AN AMENDMENT WILL BE MADE TO THIS CONTRACT, REFLECTING THOSE CHANGES. COMPENSATION/FEEES FOR AGENCIES OTHER THAN JUSTICE COURTS SERVICES SHALL BE PROVIDED AS APPROPRIATE, AS A COMPETITIVE BID.

**ITEM/TASK DESCRIPTION**

**UNIT PRICE**

2. Court Services transcription of Hearings/Dispositions  
(per A.R.S. 12-224B)

*Bidder shall indicate willingness to provide services for this section (Section 2., A.B.&C) by initialing below to the right of the pre-determined pricing listed. MANDATORY*

- |  |                 |              |
|--|-----------------|--------------|
| A. Fee per page for original and one (1) copy of transcript regular delivery - within twenty (20) calendar days. | \$2.80/PER PAGE | GM(initials) |
| B. Fee per page for each additional copy of transcript when ordered by the ordering agency at the same time.     | \$0.30/PER PAGE | GM(initials) |

**5. Page Rate - Depositions**

- |   |        |          |
|---|--------|----------|
| A. Fee per page for original and one copy of transcript <u>regular delivery</u> - within twenty (20) calendar days. | \$2.80 | per page |
| B. Fee per page for original and one copy of transcript <u>expedited delivery</u> - within ten (10) calendar days.  | \$2.90 | per page |
| C. Fee per page for original and one copy of transcript <u>rush delivery</u> - within one (1) working day.          | \$3.50 | per page |
| D. Fee per page for each additional copy of transcript when requested by the ordering agency (all deliveries).      | \$0.30 | per page |

**6. Page Rate - Hearings**

**DEPOSITIONS**

**HEARINGS**

- |   |                 |                  |
|---|-----------------|------------------|
| A. Fee per page for original and one copy of transcript <u>regular delivery</u> - within twenty (20) calendar days. | \$2.80 per page | \$2.80/ per page |
| B. Fee per page for original and one copy of transcript <u>expedited delivery</u> - within ten (10) calendar days.  | \$2.90 per page | \$2.90/ per page |
| C. Fee per page for original and one copy of transcript <u>rush delivery</u> - within one (1) working day.          | \$3.50 per page | \$3.50/ per page |
| D. Fee per page for each additional copy of transcript when requested by the ordering agency (all deliveries).      | \$0.30 per page | \$0.30/ per page |

**PREMIUM BUSINESS SERVICES, 1147 ERIN STREET, MADISON, WI 53715-1845**

- |  |                  |
|--|------------------|
| 7. Transcription of tapes (various other County agencies)  | \$2.80 /per page |
| A. Fee per page for original and one copy of transcript<br><u>regular delivery</u> - within twenty (20) calendar days. | \$2.80/ per page |
| B. Fee per page for original and one copy of transcript<br><u>expedited delivery</u> - within ten (10) calendar days.  | \$2.90/ per page |
| C. Fee per page for original and one copy of transcript<br><u>rush delivery</u> - within one (1) working day.          | \$3.50/ per page |
| D. Fee per page for each additional copy of transcript<br>when requested by the ordering agency (all deliveries).      | \$0.30/ per page |
| 8. <b><u>MISCELLANEOUS:</u></b>  |                  |
| B. Fee for data disks (3 1/2" diskette)  | \$10.00 /each    |

MANDATORY: If you or you company is unwilling to provide services throughout Maricopa County, to include any non- "greater metropolitan" locations, please define the locations you are unwilling to provide services to below:

We are willing to provide services throughout Maricopa County.

Terms:	NET 30
Vendor Number:	<b>W000004595 X</b>
Telephone Number:	608/256-1420
Fax Number:	608/256-4280
Contact Person:	Gwendolyn Y. McCutcheon
E-mail Address:	<a href="mailto:premium@mailbag.com">premium@mailbag.com</a>
Certificates of Insurance	Required
Contract Period:	To cover the period ending <b>DECEMBER 31, 2008</b>

**QUICK RESPONSE TRANSCRIPTION SERVICES, 829 E WINDSOR AVENUE, PHOENIX, AZ 85006****P081101 / B0602628 / NIGP 66124 & 96172**WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: ☒X YES ☐NOWILL YOUR FIRM ACCEPT A PROCUREMENT CARD FOR INVOICE PAYMENT? ☐YES ☒X NOIF YES, MAY THE COUNTY TAKE ADVANTAGE OF DISCOUNTS OFFERED BY YOUR FIRM IN THIS BID/RFP WHEN PAYING WITH A PROCUREMENT CARD? ☐YES ☐NOINTERNET ORDERING CAPABILITY: ☐YES ☒X NO ☐% DISCOUNTOTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: ☒X YES ☐NO**1.0 PRICING:**

**NOTE:** COMPENSATION/FEEES FOR THE COURT REPORTING SECTION IS PRE-DETERMINED AND SHALL REMAIN "FIXED" THROUGHOUT THE DURATION OF THIS CONTRACT. IN THE EVENT THAT ANY RELEVANT STATUTES ARE CHANGED WHICH EFFECT FEES/COMPENSATION, AN AMENDMENT WILL BE MADE TO THIS CONTRACT, REFLECTING THOSE CHANGES. COMPENSATION/FEEES FOR AGENCIES OTHER THAN JUSTICE COURTS SERVICES SHALL BE PROVIDED AS APPROPRIATE, AS A COMPETITIVE BID.

**ITEM/TASK DESCRIPTION****UNIT PRICE****COURT REPORTING SERVICES:**

- |  |                            |
|--|----------------------------|
| 1. Court Services recording of trials or Special Sessions  | \$25.00 /PER HOUR RECORDED |
| 7. Transcription of tapes (various other County agencies)  | \$ 2.50 /PAGE              |
| A. Fee per page for original and one copy of transcript<br><u>regular delivery</u> - within twenty (20) calendar days. | \$ 2.50 /PAGE              |
| B. Fee per page for original and one copy of transcript<br><u>expedited delivery</u> - within ten (10) calendar days.  | \$ 2.50 /PAGE              |
| C. Fee per page for original and one copy of transcript<br><u>rush delivery</u> - within one (1) working day.          | \$ 5.00 /PAGE              |
| D. Fee per page for each additional copy of transcript<br>when requested by the ordering agency (all deliveries).      | \$ .25 /PAGE               |
| 8. <b><u>MISCELLANEOUS:</u></b>  |                            |
| A. Fee for reproducing exhibits and documents  | \$ .25 /PAGE               |
| B. Fee for data disks (3 1/2" diskette)  | \$ 3.00 /EACH              |

Terms: NET 30

Vendor Number: **W000004753 X**Telephone Number: ~~602/530-8349~~ **602/241-1251**Fax Number: ~~602/257-9459~~

Contact Person: Julie A. Fish

E-mail Address: [julesfish@cox.net](mailto:julesfish@cox.net)

Certificates of Insurance Required

Contract Period: To cover the period ending **DECEMBER 31, 2008**



**SUNSHINE LEGAL SERVICES, 1111 W. ST. MARYS APT 206, TUCSON, AZ 85745**  
1451 W AJO WAY #13202, TUCSON, AZ 85713

**P081101 / B0602628 / NIGP 66124 & 96172**

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: ☒ YES ☐ NO

WILL YOUR FIRM ACCEPT A PROCUREMENT CARD FOR INVOICE PAYMENT? ☒ YES ☐ NO

IF YES, MAY THE COUNTY TAKE ADVANTAGE OF DISCOUNTS OFFERED BY YOUR FIRM IN THIS BID/RFP WHEN PAYING WITH A PROCUREMENT CARD? ☒ YES ☐ NO

INTERNET ORDERING CAPABILITY: ☒ YES ☐ NO  % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: ☒ YES ☐ NO

**1.0 PRICING:**

**NOTE:** COMPENSATION/FEEES FOR THE COURT REPORTING SECTION IS PRE-DETERMINED AND SHALL REMAIN "FIXED" THROUGHOUT THE DURATION OF THIS CONTRACT. IN THE EVENT THAT ANY RELEVANT STATUTES ARE CHANGED WHICH EFFECT FEES/COMPENSATION, AN AMENDMENT WILL BE MADE TO THIS CONTRACT, REFLECTING THOSE CHANGES. COMPENSATION/FEEES FOR AGENCIES OTHER THAN JUSTICE COURTS SERVICES SHALL BE PROVIDED AS APPROPRIATE, AS A COMPETITIVE BID.

**ITEM/TASK DESCRIPTION**

**UNIT PRICE**

**COURT REPORTING SERVICES:**

- |  |                            |
|--|----------------------------|
| 1. Court Services recording of trials or Special Sessions                        | \$25.00 /PER HOUR RECORDED |
| 2. Court Services transcription of Hearings/Dispositions<br>(per A.R.S. 12-224B) |                            |

**Bidder shall indicate willingness to provide services for this section (Section 2., A.B.&C) by initialing below to the right of the pre-determined pricing listed. MANDATORY**

- |  |                                 |
|--|---------------------------------|
| A. Fee per page for original and one (1) copy of transcript regular delivery - within twenty (20) calendar days. | \$2.80/PER PAGE LAB (initials)  |
| B. Fee per page for each additional copy of transcript when ordered by the ordering agency at the same time.     | \$0.30/PER PAGE LAB (initials)  |
| C Fee for Affidavit of non appearance  | \$10.00/PER PAGE LAB (initials) |
- 
- |   |                           |                        |
|---|---------------------------|------------------------|
| 3. Recording of Hearings/Depositions (other County agencies) - <u>Transcript provided</u> | <b><u>DEPOSITIONS</u></b> | <b><u>HEARINGS</u></b> |
| A. Attendance - First Hour  | \$ 30.00                  | \$ 30.00               |
| B. Attendance - Each Succeeding 1/2 Hour  | \$ 20.00                  | \$ 20.00               |
- 
- |  |                           |                        |
|--|---------------------------|------------------------|
| 4. Recording of Hearings/Depositions (other County agencies) - <u>No Transcript - Hold Notes</u> | <b><u>DEPOSITIONS</u></b> | <b><u>HEARINGS</u></b> |
| A. Attendance - First Hour   | \$ 30.00                  | \$ 30.00               |
| B. Attendance - Each Succeeding 1/2 Hour   | \$ 20.00                  | \$ 20.00               |
- 
- |   |                   |
|---|-------------------|
| 5. Page Rate - <u>Depositions</u>   |                   |
| A. Fee per page for original and one copy of transcript <u>regular delivery</u> - within twenty (20) calendar days. | \$3.50 / per page |
| B. Fee per page for original and one copy of transcript <u>expedited delivery</u> - within ten (10) calendar days.  | \$4.50 / per page |

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C. Fee per page for original and one copy of transcript <u>rush delivery</u> - within one (1) working day.	\$6.50 / per page
D. Fee per page for each additional copy of transcript when requested by the ordering agency (all deliveries).	\$1.50 / per page
E. Fee for Affidavit of non-appearance	\$10.00
6. Page Rate - <u>Hearings</u>	<u>DEPOSITIONS</u> <u>HEARINGS</u>
A. Fee per page for original and one copy of transcript <u>regular delivery</u> - within twenty (20) calendar days.	\$ 3.50 per page      \$ 3.50/ per page
B. Fee per page for original and one copy of transcript <u>expedited delivery</u> - within ten (10) calendar days.	\$ 4.50 per page      \$ 4.50/ per page
C. Fee per page for original and one copy of transcript <u>rush delivery</u> - within one (1) working day.	\$ 6.50 per page      \$ 6.50/ per page
D. Fee per page for each additional copy of transcript when requested by the ordering agency (all deliveries).	\$ 1.50 per page      \$ 1.50/ per page
E Fee for Affidavit of non-appearance	\$10.00 per page      \$10.00/ per page
7. Transcription of tapes (various other County agencies)	
A. Fee per page for original and one copy of transcript <u>regular delivery</u> - within twenty (20) calendar days.	\$3.50/ per page
B. Fee per page for original and one copy of transcript <u>expedited delivery</u> - within ten (10) calendar days.	\$4.50/ per page
C. Fee per page for original and one copy of transcript <u>rush delivery</u> - within one (1) working day.	\$6.50/ per page
D. Fee per page for each additional copy of transcript when requested by the ordering agency (all deliveries).	\$1.50/ per page
8. <u>MISCELLANEOUS:</u>	
A. Fee for reproducing exhibits and documents	\$ 1.00 /PAGE
B. Fee for data disks (3 1/2" diskette)	\$20.00 /EACH

Terms: NET 30

Vendor Number: **W000005199 X**

Telephone Number: 520/861-7735

Fax Number: 520/~~573-3979~~ **744-1444**

Contact Person: Leslie A Baird

E-mail Address: [usera1553@netscape.com](mailto:usera1553@netscape.com)

Certificates of Insurance Required

Contract Period: To cover the period ending **December 31, 2008.**